

4 December 1969

SUBJECT :

[Redacted]

REFERENCE : RE-LO 18-70

TO

[Redacted]

ATTENTION

1. Reference is made to recent telephone conversation between [Redacted] of your office concerning the above referenced project.
2. It is requested that your office consolidate all information obtained to date into a written report as requested in RE-LO 18-70, dated 15 August 1969. [Redacted] of your office, and representatives [Redacted] have made field trips for inspection of three types of commercially available shelving. It is felt that sufficient information is now available to prepare a usable report.
3. It is recognized that your report cannot at this time cover all items listed in the Scope of Work. The effect upon the heating, ventilating and air conditioning systems cannot accurately be determined until the selection of a particular type of shelving has been made. Also, the effects upon the security alarm system cannot be determined at this time.
4. The purpose of the report is to furnish the customer with usable data upon which to base a decision regarding purchase of this type of shelving. Any cost estimates you could include at this time would be helpful.

5. If the decision is made to purchase mobile shelving this office will need further assistance in preparation of Performance Specifications and contract documents. For this reason it is suggested that this project be left open and funds remaining be retained until final requirements have been satisfied.

